

Instructions on how to access the USDA Menu Certification Tool:

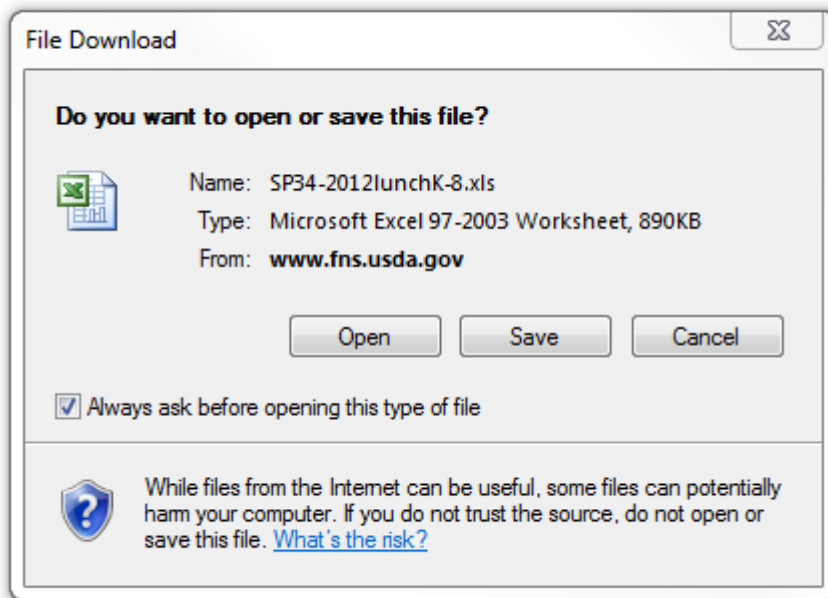
You can get the worksheets from either of two different spots:

- <http://www.fns.usda.gov/cnd/Governance/policy.htm> and look for 34-2012 or
- http://www.fns.usda.gov/cnd/healthierschoolday/6cents_tools.htm

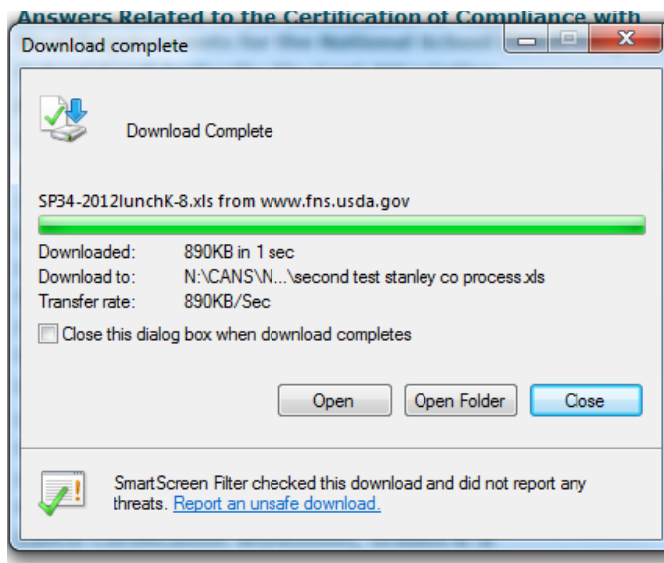
The first one is organized better with clearer titles; the second one has webcasts that show you how to fill out the tool, so each has a good portion.

Many users have said it's easier to do the breakfast certification tool first. There is not a nutrient assessment with breakfast, but gives you practice using the tool.

1. Click on the document you want to open on the web page
2. It asks if you want to open or save. Choose save.



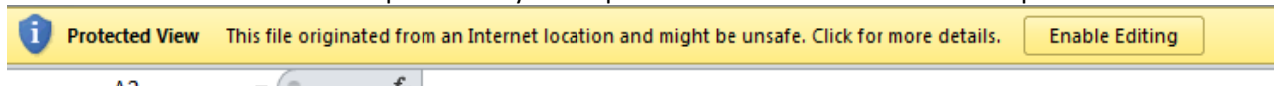
3. Save it under a different name such as Faulkton_highschool_lunch, or Faulkton_Thunderbird_Lunch
4. It then asks if you wanted to open it, so say yes. (Picture below)



5. Maximize the view by clicking on the pages in the upper right corner.

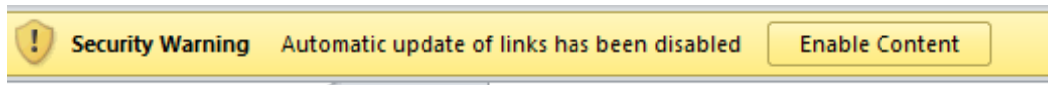


6. The worksheet comes up with the yellow 'protected view' band across the top.

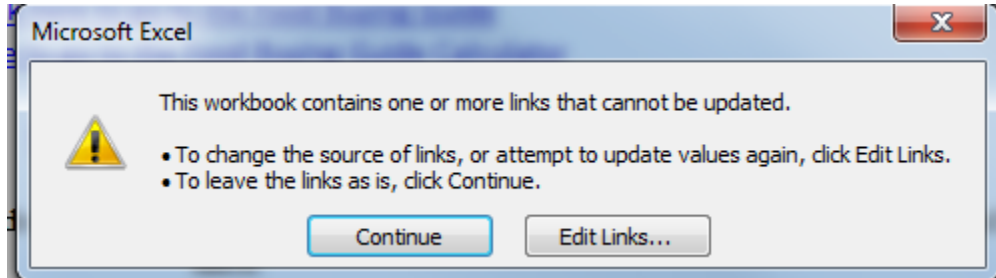


7. Click on 'enable editing'.

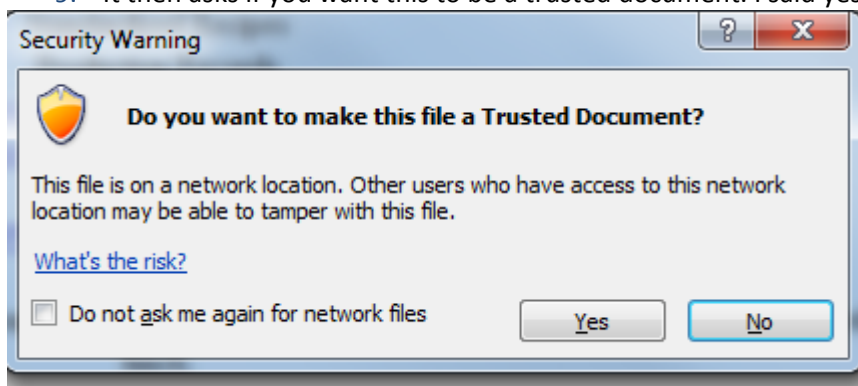
It runs a check and then the yellow bar at the top may change to security warning. Choose enable content.



8. It may tell you there are links that cannot be updated (we cannot change them), so we choose 'continue'.

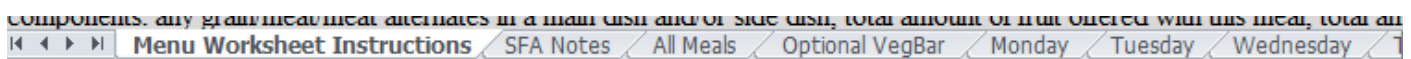


9. It then asks if you want this to be a trusted document. I said yes.



10. I clicked on save again. (same name, etc., just an updated document).

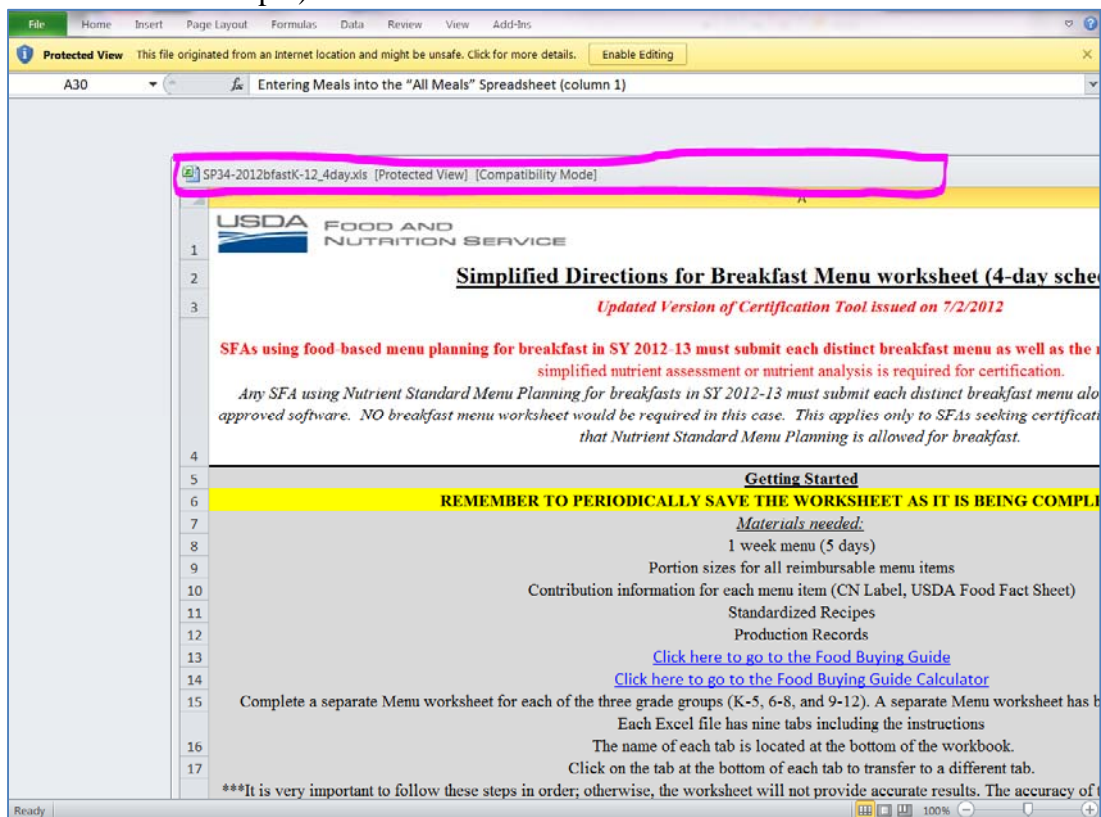
11. Once the excel document is fully open, you should see these tabs at the bottom.



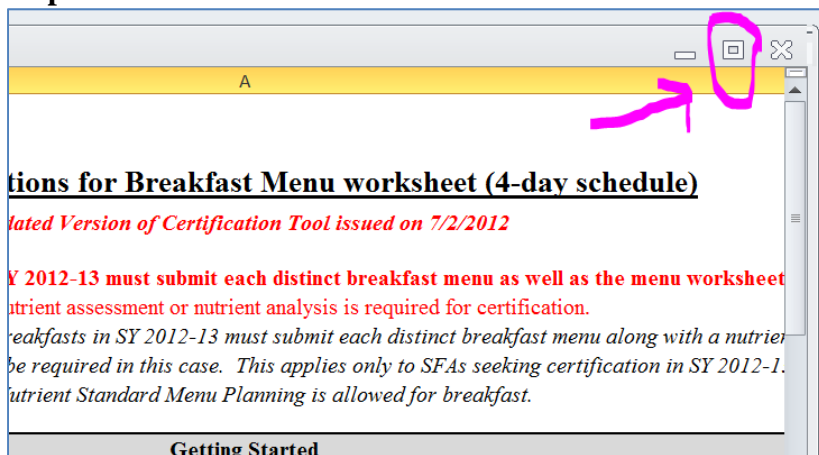
Be sure to look at the instructions on the first tab, then start data entry with all meals. Some of it will carry forward to the other tabs. You can go to SFA notes at any time to put in information that you think will be helpful for the certifiers.

The following steps will illustrate how to maximize an excel spreadsheet. This is useful if you are unable to see tabs at the bottom of your page.

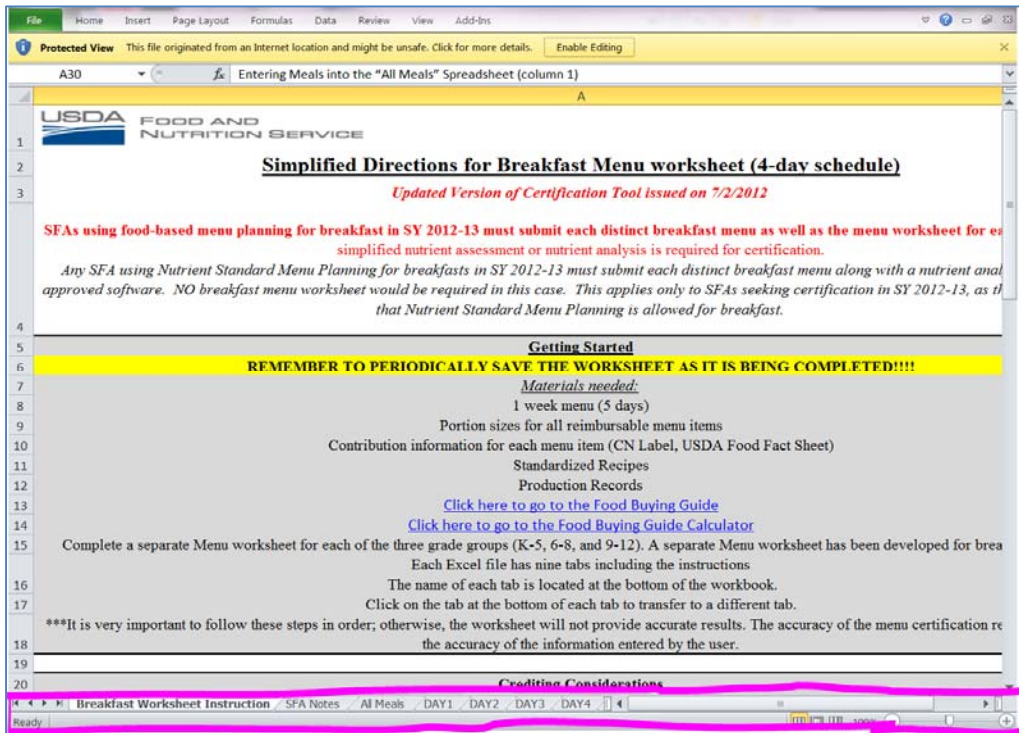
Step 1. Click and hold anywhere in the fuchsia circle (see picture below), while still holding the mouse button drag the window to the left until you see the maximize box (see fuchsia circle in Step 2).



Step 2. Click maximize box.



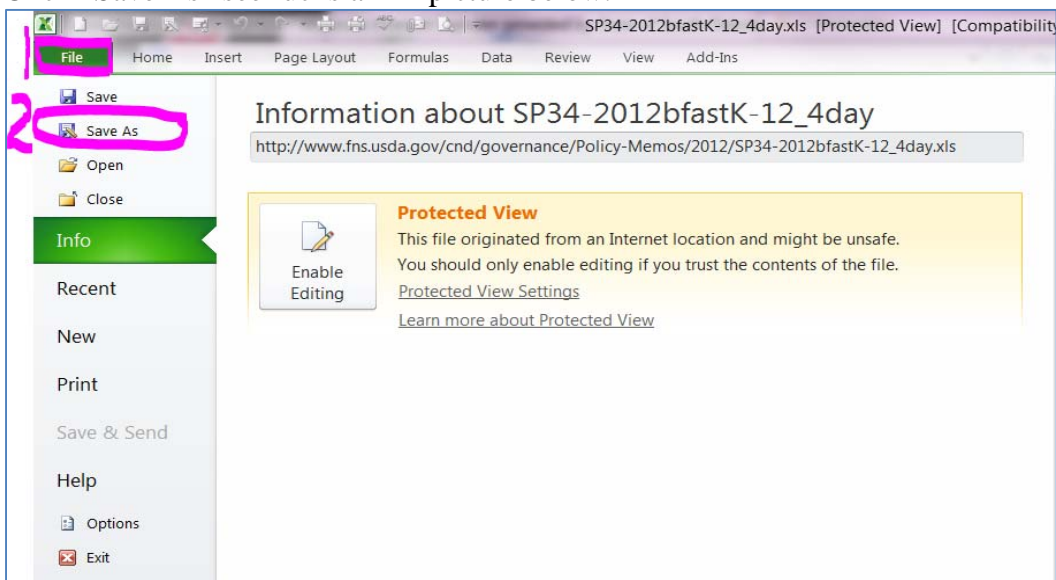
Step 3. Now you can view and select tabs to find all the available worksheets, fuchsia box below.



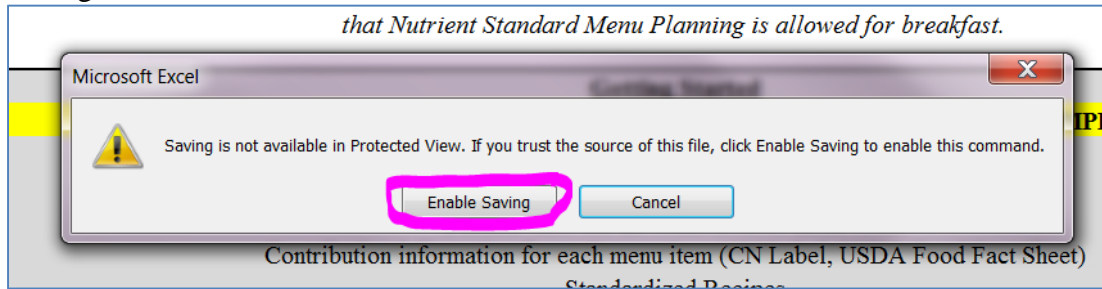
To get an Excel Spreadsheet from the internet to work on:

Step 1: Click on link from internet and wait for the Excel spreadsheet to open.

Step 2: Save the Excel file to your computer so that you can work on it without the risk of losing your work. To Save: Click on “File” tab at top see fuchsia 1 in picture below. Click “Save As” see fuchsia 2 in picture below.



Step 3: Sometimes a text box will pop up that has the message below. Click “Enable Saving” circled below.



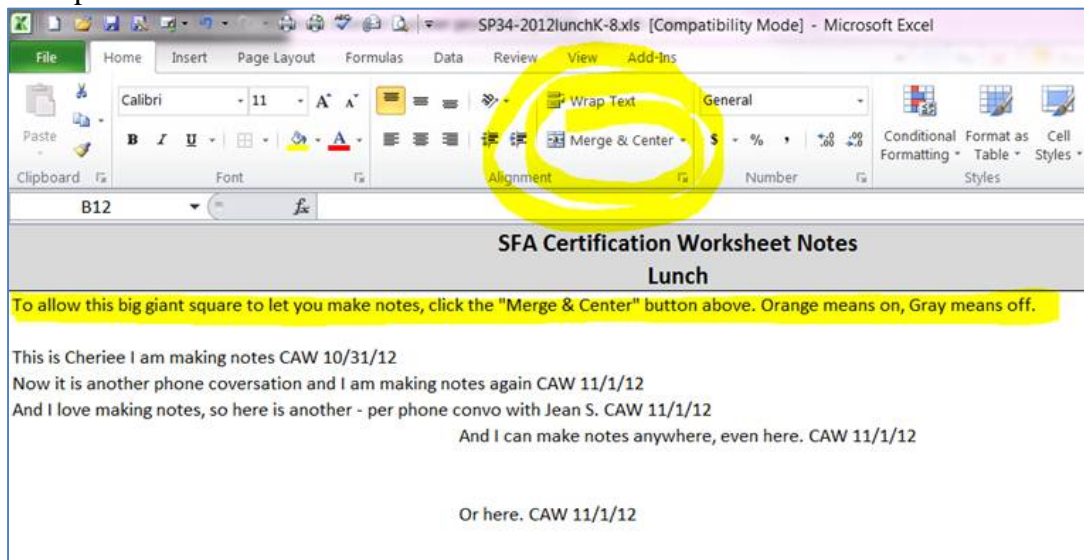
Step 4: Select a location on your computer to save the file and click “Save.”

Step 5: Begin working on your Excel spreadsheet.

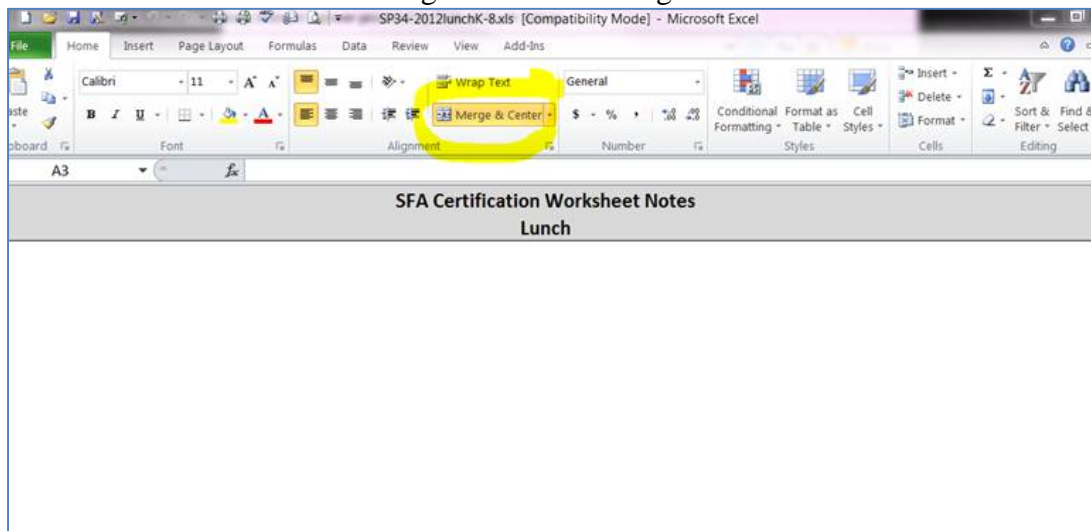
How to turn on or off “Merge & Center” in Excel:

Step 1: Select the cells you would like to unmerge (they turn orange when selected).

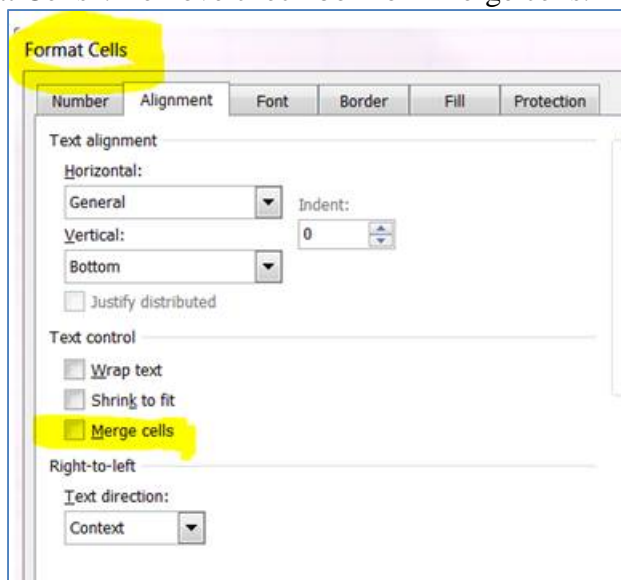
Step 2: Look at the “Merge & Center” button under the “Home” tab. See yellow circle highlight below: “Merge & Center” gray button = Off. When the button is off the cells are not merged and you can make notes in any of the cells that are not merged, see example below.



See circle below to see the “Merge & Center” orange button=ON




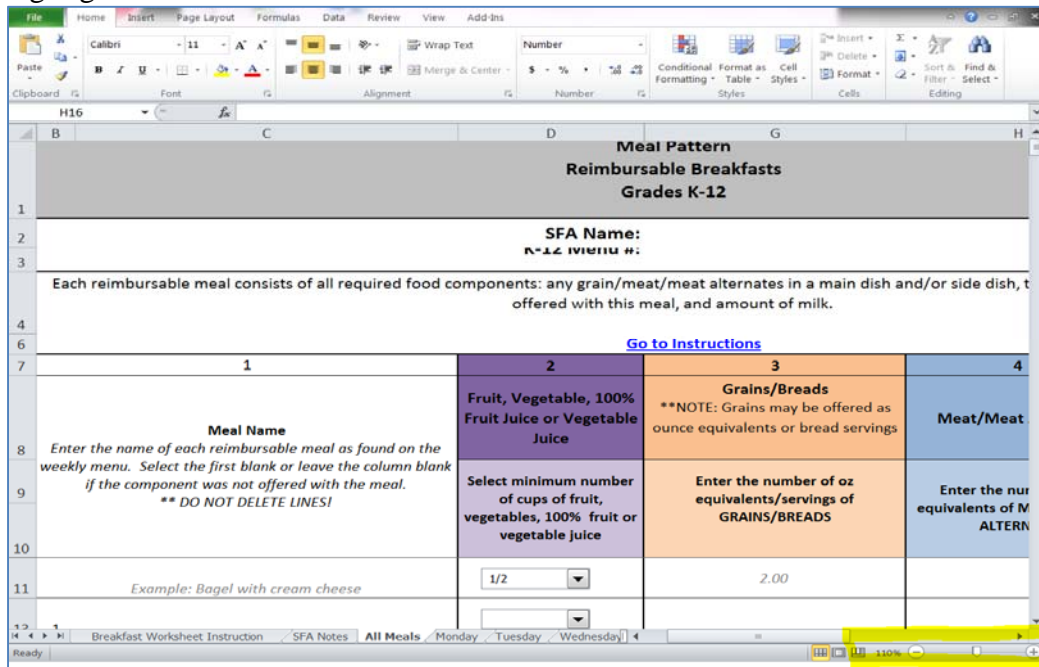
Alternate method: If you are using an older version of Excel find your “Format Cells” pop up. You can do this a few ways. One way is to right click on the cell you want to format, select “Format Cells”. Remove check box for “Merge cells.”



To zoom in and out in Excel:

Use the zoom in or out to make the cells in your worksheet larger or smaller.
For example in this spreadsheet many cells are locked and cannot be moved or edited. Zooming out will allow you to see more of the worksheet.

Step 1. Use zoom out button at the bottom right of Excel spreadsheet , see yellow highlight below.



Meal Pattern Reimbursable Breakfasts Grades K-12			
SFA Name: K-12 IVERIA #:			
Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, t offered with this meal, and amount of milk.			
Go to Instructions			
1	2	3	4
Meal Name	Fruit, Vegetable, 100% Fruit Juice or Vegetable Juice	Grains/Breads **NOTE: Grains may be offered as ounce equivalents or bread servings	Meat/Meat
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank or leave the column blank if the component was not offered with the meal. ** DO NOT DELETE LINES!	Select minimum number of cups of fruit, vegetables, 100% fruit or vegetable juice	Enter the number of oz equivalents/servings of GRAINS/BREADS	Enter the nu equivalents of M ALTERN
Example: Bagel with cream cheese	1/2	2.00	

The following screen shot is at 80% and I can see many more rows and columns.

Meal Pattern Reimbursable Breakfasts Grades K-12


SFA Name:

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit/vegetable/juice offered with this meal, and amount of milk.

[Go to Instructions](#)

1	2	3	4	5
Meal Name	Fruit, Vegetable, 100% Fruit Juice or Vegetable Juice	Grains/Breads **NOTE: Grains may be offered as ounce equivalents or bread servings	Meat/Meat Alternate	Fluid Milk
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank or leave the column blank if the component was not offered with the meal. ** DO NOT DELETE LINES!	Select minimum number of cups of fruit, vegetables, 100% fruit or vegetable juice	Enter the number of oz equivalents/servings of GRAINS/BREADS	Enter the number of oz equivalents of MEAT or MEAT ALTERNATE	Enter the minimum number of CUPS of fluid milk
Example: Bagel with cream cheese	Y2	2.00		1
1				
2				
3				
4				
5				

Breakfast Worksheet Instruction / SFA Notes / **All Meals** / Monday / Tuesday / Wednesday

Step 2: To zoom back in, use the zoom in button  to enlarge the cells you can see. The following screen shot is at 120%.

Meal Pattern Reimbursable Breakfasts Grades K-12

SFA Name:

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit/vegetable/juice offered with this meal, and amount of milk.

[Go to Instructions](#)

1	2	3
Meal Name	Fruit, Vegetable, 100% Fruit Juice or Vegetable Juice	Grains/Breads **NOTE: Grains may be offered as ounce equivalents or bread servings
Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank or leave the column blank if the component was not offered with the meal. ** DO NOT DELETE LINES!	Select minimum number of cups of fruit, vegetables, 100% fruit or vegetable juice	Enter the number of oz equivalents/servings of GRAINS/BREADS
Example: Bagel with cream cheese	Y2	2.00
1		
2		
3		
4		
5		

Breakfast Worksheet Instruction / SFA Notes / **All Meals** / Monday / Tuesday / Wednesday

To move around in an Excel spreadsheet using Scroll Bars:

There are vertical scroll bars in Excel to move your worksheet up and down, or vertically.

Step 1. Click and hold the yellow highlighted scroll bar and while holding the mouse button, drag the bar up and down to move the worksheet up and down.

The screenshot shows an Excel spreadsheet with the following content:

Meal Pattern Reimbursable Breakfasts Grades K-12

SFA Name: _____

Each reimbursable meal consists of all required food components: any grain/meat/meat alternates in a main dish and/or side dish, total amount of fruit/vegetable/juice offered with this meal, and amount of milk.

[Go to Instructions](#)

1	2	3	4	5
Meal Name Enter the name of each reimbursable meal as found on the weekly menu. Select the first blank or leave the column blank if the component was not offered with the meal. ** DO NOT DELETE LINES!	Fruit, Vegetable, 100% Fruit Juice or Vegetable Juice Select minimum number of cups of fruit, vegetables, 100% fruit or vegetable juice	Grains/Breads **NOTE: Grains may be offered as ounce equivalents or bread servings Enter the number of oz equivalents/servings of GRAINS/BREADS	Meat/Meat Alternate Enter the number of oz equivalents of MEAT or MEAT ALTERNATE	Fluid Milk Enter the minimum number of CUPS of fluid milk
Example: Bagel with cream cheese	12	2.00		1
1				
2				
3				
4				
5				

At the bottom, there are tabs for 'Breakfast Worksheet Instruction', 'SFA Notes', and 'All Meals'. The 'All Meals' tab is active, showing a list of days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

Step 2: Click and hold the fuchsia/pink highlighted scroll bar and while holding the mouse button, drag the bar side to side to move the worksheet left to right.